

Date Received: \_\_\_\_\_  
By: \_\_\_\_\_

## CITY OF MESQUITE SENIOR SERVICES DIVISION

### APPLICATION AND AGREEMENT FOR USE OF CITY OF MESQUITE PROPERTY

*NOTE: THIS PERMIT MUST BE PRESENTED UPON DEMAND*

Facility/Area: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm (Please include set-up & clean-up time)

**USE OF FACILITY:** \_\_\_\_\_

Open to the Public? ☐ Yes ☐ No Will you charge admission/fee? ☐ Yes ☐ No Sell items? ☐ Yes ☐ No  
Will Alcoholic beverages be sold or available to participants? ☐ Yes ☐ No (If yes, a special permit from the City is required)

Number of Expected Participants: Children \_\_\_\_\_ Adults: \_\_\_\_\_

#### **OTHER RESERVATION REQUIREMENTS**

**SEE BACK OF THIS FORM** ⇒

#### **IMPORTANT – READ BEFORE SIGNING**

The applicant is an authorized agent of the group submitting this application. The applicant (and/or his/her) organization making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Mesquite. The applicant further agrees that in consideration of being permitted to use said facilities, HE/SHE AND THE GROUP WILL DEFEND, INDEMNIFY AND HOLD THE CITY OF MESQUITE SENIOR SERVICES DEPARTMENT AND THEIR AGENTS AND EMPLOYEES HARMLESS FROM ANY LOSS, CLAIMS AND LIABILITY OR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY that in any way may be caused by the applicant's use or occupancy of the facilities.

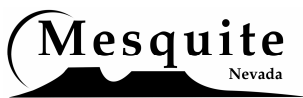
I/WE, the undersigned, have reviewed the rules and regulations, and have read the above statement and agree to comply with the rules and terms of this agreement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** To be reimbursed on any and all deposits, the original deposit receipt must be submitted to the Senior Services Department (at Senior Center) after the event. Once submitted, a check will be mailed approximately 3 weeks from the day receipt submitted, less any damage or cleaning costs incurred as a result of the use.

#### DEPARTMENT USE ONLY

Fee: _____	Cleaning/Damage Deposit _____	Total Amount Paid: _____
Approved: _____	Disapproved: _____	By: _____ Date: _____
Cleaning Dep. Returned on: _____	Other: _____	
Class of User:	I	II III IV



## **OTHER REQUIREMENTS:**

### **INSURANCE:**

The City of Mesquite does not provide insurance coverage. Contact your local agent.

Policy must state the following:

\_\_\_\_\_ This insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Mesquite.

\_\_\_\_\_ The City of Mesquite is not liable for the payment of any premium or assessment on this policy.

\_\_\_\_\_ The City of Mesquite is named as additionally insured.

\_\_\_\_\_ Name and date(s) of events being covered

\_\_\_\_\_ GENERAL LIABILITY: Policy showing limits of \$300,000 comprehensive general liability insurance, and \$50,000 damage to property.

\_\_\_\_\_ PRODUCTS LIABILITY INSURANCE ENDORSEMENT: (Food or beverage sold or given away).

\_\_\_\_\_ HOST LIQUOR LIABILITY ENDORSEMENT

\_\_\_\_\_ LIQUOR LIABILITY INSURANCE ENDORSEMENT (Alcoholic beverage sold or given away).

\_\_\_\_\_ OTHER: \_\_\_\_\_

### **PERMITS AND LICENSES:**

\_\_\_\_\_ BUSINESS LICENSE – City of Mesquite

\_\_\_\_\_ HEALTH PERMIT – Food, beverage or commodity sold to the public. Clark County Health Permit.

\_\_\_\_\_ SALES PERMIT – Any commodity sold to the public. Nevada Dept. of Taxation

\_\_\_\_\_ LIQUOR LICENSES – Must have a liquor license issued to a business in Mesquite and obtain a special permit from the City of Mesquite.

\_\_\_\_\_ OTHER: \_\_\_\_\_

INSTRUCTION TO MAINTENANCE STAFF: \_\_\_\_\_

\_\_\_\_\_ Check facility after use and report. Comments/Deposit Deductions \_\_\_\_\_

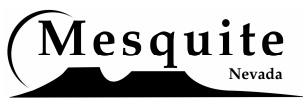
Inspected by: \_\_\_\_\_

Satisfactory: \_\_\_\_\_

Return Deposit Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

COPY TO: \_\_\_\_\_ OFFICE \_\_\_\_\_ APPLICANT \_\_\_\_\_ MAINTENANCE \_\_\_\_\_ POLICE



# Mesquite Senior and Community Center

## Rental Information

The Mesquite Community and Senior Center provides spaces for rent for meetings, parties, and other activities.

<u>Room</u>	<u>Capacity</u>
Social/Main Hall	200 (theater style seating); 120 (dining)
Meeting Room	20-30

## Stipulations

- No rentals before 7:00 a.m. or past 11:00 p.m.
- Kitchen rental includes use of serving area, refrigerator and sink only. (Oven/range, steam table, etc. are not included).
- Tables and chairs are available for use with all rentals at no additional cost.
- Kitchen facility available for use with rental of social/main hall only.
- Alcohol is prohibited unless a permit is approved or a license is secured.  
(Senior Services Supervisor can provide more information)

## Conditions

- Applicant must be at least 21 and agrees to abide by all rules and regulations of the facility.
- Any activities or special arrangements not specifically authorized on this application are prohibited.
- \$25 fee for returned checks.
- All fees must be paid 30 days in advance of event. Cancellations with 10 or more days notice shall have \$25 dollars deducted from the rental fee to cover administration costs. Cancellations with less than ten (10 days) notice will receive no refund except for cleaning deposit.
- Three (3) hour minimum rental.
- Cleaning/Damage deposit for Social/Main Hall is \$75.00
- The City requires that an employee is present or available during the rental. Keys are never loaned or issued to any person or group.
- No furniture or equipment may be loaned for use outside the facility.

## Fee Schedule

Category I: Affiliated organizations, State and Federal Agencies, etc.

Category II: Local charitable organizations, service club or local business meeting, etc.

Category III: Private individual or group - for reception, party, meeting, etc.

Category IV: All others, including organizations or individuals charging a fee.

<u>ROOM OR AREA</u>	<u>CATEGORY I</u>	<u>CATEGORY II</u>	<u>CATEGORY III</u>	<u>CATEGORY IV</u>
Social/Main Hall	\$20.00/hr*	\$35.00/hr	\$75.00/hr	\$100.00/hr
Kitchen	\$ 5.00/hr	\$ 5.00/hr	\$10.00/hr	\$10.00/hr
Meeting Room	\$10.00/hr*	\$15.00/hr	\$NA	\$NA

\*fee may be reduced if use is Mon-Fri 8:00 am – 5:00 pm

**-Rental Rules and Regulations on back side of this paper-**

## **Mesquite Community and Senior Center**

### **Rental Rules and Regulations**

1. Renter is responsible for all set-up and take down, restoring to original set up of room, and leaving the facility in the same condition it was found. All trash is to be picked up and bagged. All decorations must be removed (Balloons, streamers, signs), tables and chair wiped down, floor swept and any other necessary cleaning. Furniture and equipment are not to be moved about the building without pre-approval of the Senior Services Supervisor.
2. There is NO smoking in any indoor City of Mesquite facility.
3. The use of masking tape, scotch tape, thumb tacks, nails, or other forms of fasteners to hang decorations or items by direct attachment to walls, ceiling or fixtures is prohibited.
4. Candles are not allowed unless bases are approved by the Senior Services Supervisor. Silly string is not permitted.
5. There are no provisions for renters to store any items prior to or after any rental unless pre-approved by the Senior Services Supervisor.
6. Users will vacate the facility at the hour designated on the application. If the use exceeds the designated rental time, the user will be charged an additional amount 1.5 times the hourly rate.
7. Any behavior deemed by the City of Mesquite staff to be destructive in any way shall be cause for eviction of participants from the facility at anytime and shall be cause for legal action.
8. Groups are responsible for making sure that all activities are properly controlled and supervised.
9. It is understood that the City of Mesquite reserves the right to have any of its staff members attend any meeting held in its facilities.
10. Use of alcoholic beverages is prohibited. The use of other intoxicants is prohibited at all times. Gambling of any kind is not permitted.
11. The City of Mesquite assumes no responsibility for personal property brought into the building.
12. Use of the facility does not imply endorsement or sponsorship of the event by the City of Mesquite. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.
13. Admission fees will not be charged without approval of the Director over Senior Services.
14. It is understood that individuals, groups or organizations using this facility will comply with the laws of the State of Nevada, Clark County and City of Mesquite.
15. By signing the City of Mesquite facility use agreement the individual or person in charge of the group have agreed to follow all rental rules and regulations. Furthermore, you have agreed to indemnify and hold harmless and defend the City of Mesquite, its officers and employees from any and all claims resulting from injuries, damage and losses sustained by yourself or your group as a result of the use of this facility and its adjoining property.
16. Individuals or groups are required to report, in writing, any injuries to participants to the Senior Services Supervisor within 24 hours, but no later than 72 hours.
17. Any person aggrieved by the decision of the City of Mesquite with respect to the application of the policies, rules or fees governing the use of this facility may appeal to the City Manager in writing no later than 5 days after said decision has been communicated to the aggrieved party.

### **Other Requirements**

Any insurance, permits and/or license requirements will be noted on the application.